



St Patrick's College, Strathfield

Conditions of Enrolment

St Patrick's College is a Catholic school in the Edmund Rice tradition. Education in faith has a privileged place along with the pursuit of academic excellence.

In accepting an offer of enrolment, parents and students are to read this document, then sign and return to the College together with all other documentation required to complete the enrolment process. The return of this document forms part of the enrolment contract between parents and St Patrick's College, Strathfield.

1. Acceptance of Offer of Enrolment

- 1.1 An offer of enrolment must be accepted by both Parents where appropriate unless the College agrees to waive this requirement. Upon acceptance of an offer, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 The acceptance of the offer must be accompanied by an enrolment fee of \$1500.00. If the fees are not received by the due date the enrolment will lapse.
- 1.3 If the student does not commence the enrolment, the enrolment fee will not be refunded unless the College, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol the student at another school will not, of itself, constitute special circumstances.
- 1.4 If the Parents wish to defer the entry of a student to a different calendar year to the initial request, the College will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.

2. Conditional Enrolment

- 2.1 All enrolments are at the discretion of the College and conditional upon the College being satisfied in its reasonable discretion that the Student's needs can be met by the College. The College may cancel the enrolment if it reasonably determines prior to the start of the enrolment that the Student's needs cannot be met.
- 2.2 The College may require Parents to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.3 Competence in English is a pre-requisite for enrolment. If the College considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached, the College may decide that the enrolment should be cancelled.

3. Progress of Student

- 3.1 If the College reasonably considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs it may terminate the enrolment of the Student by giving not less than one term's notice.

4. Fees and Charges

- 4.1 The EREA NSW and the College Council determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The Schedule of Fees is revised regularly and may be amended each year. Where possible, the College will give not less than one (1) term's notice of any change to the Schedule of Fees.

- 4.2 Fees and charges are also levied for cocurricular activities, elective subjects, excursions, sport and camps.
- 4.3 The College may also incur expenditure for the Student's needs on behalf of the Parents as it reasonably considers necessary, which may be added to the Parents' school account.
- 4.4 All medical expenses reasonably incurred on behalf of a Student must be reimbursed by the Parents.
- 4.5 All fees and charges must be paid on or before the due date set out in the fees notice.
- 4.6 If fees and charges are not paid within 30 days of the due date an overdue charge may be levied calculated on the amount outstanding from the due date. This charge reflects the reasonable administrative and financial costs of collecting the outstanding fees and charges which may be incurred by the College as a result of the late payment. The charges payable from time to time can be obtained from the College office.
- 4.7 While an invoice for fees and charges remains outstanding, the College may determine that the student will not be permitted to participate in any discretionary activity offered by the College (such as, sport, excursions, camps and local, interstate or overseas trips).
- 4.8 If fees and charges are not paid within 60 days of the due date, the Student's enrolment may be terminated unless the College agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the Student's enrolment being terminated without further notice.
- 4.9 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.
- 4.10 If students are undertaking activities that incur extra fees or charges, not less than six (6) weeks' notice must be given to discontinue these activities or six (6) weeks' fees for these activities will be charged unless the College in its reasonable discretion agrees to waive some or all of these fees.
- 4.11 Contribution to the Building Fund, at least at the suggested level, is expected. Contributions to the Building Fund in excess of this suggested level are gratefully received.

5. Withdrawal of Students

- 5.1 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that Parents advise the College in writing, via the completion of the Withdrawal of Student form, of the name of the school the Student will be attending and the grade the Student will be entering at the new school.
- 5.2 Subject to 5.3., if Parents wish to withdraw a Student from the College, notice given must be not less than one full term's notice to expire at the end of a term.
- 5.3 If the College does not give at least one term's notice of an increase in the fees payable by the Parent, the Parents may withdraw the Student from the end of the term in which the notice of the Fee increase was given provided notice of withdrawal is given to the College within 30 days of the date on which the notice of the Fee increase was given.
- 5.4 If the required notice of withdrawal of a Student is not given and the College is not reasonably able to immediately fill the student's place for the relevant term the Parents must pay a College term's fees plus GST.

6. Obligations of Students

- 6.1 Students are required to have high standards of behaviour and:
 - a. abide by the College Rules and Codes of Conduct as they apply from time-to-time,
 - b. behave courteously and considerately to each other and to staff at all times,
 - c. not do anything which may bring the College into disrepute, including in print and electronic media,
 - d. support the goals and values of the College,
 - e. attend and, if required, participate in assemblies, the College sports program, important school events such as Speech Day or other events determined by the Principal, and camps, retreats, reflection days and excursions that are an integral part of the College curriculum,
 - f. wear the College uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the College's guidelines and the expectation of the College community,

- g. attend the College during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.
- h. All students are responsible for their own work in class, the completion of classwork and homework, the preparation and timely submission of assessments and assignments and diligent approaches to study.
- i. Politeness and respect for all is an essential feature of College life.
- j. While travelling to and from the College and during College endorsed activities, students are to be courteous, cooperative and conscious of the general public.
- k. All students are expected to maintain and promote a high standard of self-discipline and to conduct themselves in accordance with the standards contained in the College diary and student codes of discipline and behaviour management.
- l. Students must not do or say anything which may adversely affect the reputation of the College, including in print, electronic or social media.
- m. Smoking, vaping, the use of alcohol, illicit drugs, dangerous and prohibited substances and the possession of such items is strictly forbidden.
- n. Students' bags and possessions (which includes student lockers) may be searched or students may be asked to empty their pockets if staff have reasonable grounds to believe the student is in possession of illegal, dangerous, offensive or inappropriate items, substances or material. If there is a concern for the immediate safety or wellbeing of students or other persons, and/or there is reason to believe students may be in possession of an illegal or illicit substance or in possession of offensive or illegal material, the police may be called and the student's parents will be notified.
- o. Punctuality and regular attendance at the College at all lessons is mandatory. Attendance at times prescribed by the College, including weeknight and weekend occasions, is expected.
- p. Participation in the co-curricular and extra-curricular life of the College is compulsory. These activities extend beyond the ordinary hours of school and are a necessary part of the overall College program. Students are enrolled on the understanding that they join in sports, retreats, SOL Service (Years 5-10) and Social Justice Service (Year 11), camps, excursions and other co-curricular opportunities.
- q. Students who have the ability and physical fitness and are chosen to represent the College in sport will do so willingly, enthusiastically, and conscientiously as a way of building College spirit. Commitment to College co-curricular and extra-curricular activities has priority over part-time work, outside tuition sessions, sporting club commitments and all other commitments.
- r. The full College uniform is to be worn at all prescribed times and dates and as designated. Full sport and other specialist uniforms are also to be worn as they apply to a particular activity. Haircuts and styles are to be in keeping with College regulations. No visible jewellery, except the wristwatch or a modest religious necklace/bracelet, is to be worn. Tattoos are forbidden.

7. Obligations of Parents

7.1 Parents:

- a. Are expected to support the faith life of the College inclusive of, but not limited to; liturgical celebrations, formation and service learning (inclusive of SOL Service (Years 5-10) and Social Justice Service (Year 11) and the work for justice across all year levels, along with religious education classes. We ask all families to participate in fundraising in relation to their capacity to do so and to engage with issues of justice and human rights, bringing awareness, action and advocacy to the fore.
- b. As part of the College community, parents are asked to live the EREA Touchstones each day – Gospel Spirituality, Liberating Education, Inclusive Community, Justice and Solidarity. Parents are encouraged to involve themselves in the Faith and Identity life of the College wherever possible.
- c. Assist their sons in complying with the above requirements.
- d. must accept and abide by the requirements and directions of the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the College,

- e. are required to support the goals, values and activities of the College, and
 - f. should view the College's Parent Lounge on a regular basis and/or read the weekly Newsletter, Especean.
- 7.2 Parents must promptly advise the College:
- a. in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the College loses contact with the parent or mail is returned,
 - b. if the Student will be absent from the College due to ill health or other reason,
 - c. in writing of any Orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any Orders to the College.
- 7.3 Parents also:
- a. must ensure the Student has each item of the officially required uniform clean and in good repair, and all other requirements, such as textbooks and stationery,
 - b. should communicate with students, other parent (s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the College from time-to-time and observe the Parent Code of Conduct,
 - c. should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the College that are relevant to the Student's education, comply with College procedures, the requests of College staff, with any applicable code of conduct of the College or the sporting association of which the College is a member, and encourage others attending in relation to the student to do the same,
 - d. agree to civil and courteous communication with members of the College staff at all times and undertake to abide by the Parent Code of Conduct.
 - e. must not disseminate inaccurate, misleading or defamatory information on social media in relation to the College, staff, students or other members of the College community.

8. Health and Safety

- 8.1 Parents must advise the College as soon as reasonably practicable if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.
- 8.2 Parents must complete and return to the College the required health form for the Student before the Student commences at the College and provide updates if circumstances change or as required by the College from time to time.
- 8.3 If the Student is ill or injured, requiring urgent hospital and/or medical treatment (including but not limited to injections, blood transfusions, and surgery) and where a Parent is not readily available to authorise such treatment, the Principal or in the Principal's absence, a senior staff member of the College, may give the necessary authority for such treatment. The Parents indemnify the College, its employees, and agents in respect of all costs and expenses arising directly or indirectly out of such treatment except to the extent that such costs or expenses arise as a result of the reckless or negligent conduct of the College, its agents or employees.
- 8.4 Parents must observe College security procedures for the protection of students.
- 8.5 Students are responsible for their personal belongings, and the College accepts no responsibility for the loss or damage to those belongings.
- 8.6 The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

9. Programs and Activities

- 9.1 The College determines the educational and other programs and activities conducted at the College from time to time in its reasonable discretion.
- 9.2 The College may change its programs and activities and the content of these programs and activities without notice where reasonably necessary or desirable to do so.
- 9.3 The Student will be required to participate in all compulsory activities including excursions, camps, retreats, reflection days and outdoor education unless the Principal agrees otherwise. Charges

may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other good reason which makes it impossible for the Student to attend.

10. Reports and Notices

- 10.1 The College will generally publish academic reports and notices to the Parent Lounge, access via the email addresses provided by the Parents. Where Parents do not live together, reports and notices can be accessed by both Parents in the Parent Lounge unless:
- a. there is an Order of the Court providing reports and notices to be published to one Parent,
 - b. there is an agreement between the Parents that the reports and notices will be published to one Parent, or
 - c. the College in its reasonable discretion considers that it is in the best interests of the Student that reports and notices should only be published to one Parent.

11. Leave

- 11.1 Requests for leave from College activities, including academic and co-curricular programs, and early departure at the end of the day or term and/or late return from breaks are, in general, considered only in exceptional cases and only on receipt of a written application from the parents to the Director of Middle School (5-8)/Director of Senior School (9-12)/Director of Co-curricular and relevant Year Coordinator. Parents are to provide a satisfactory explanation in Parent Lounge or in writing to their son's homeroom teacher in relation to any absence for a part or whole day during term time, including late arrival at the beginning of the day. Leave will usually only be granted in most extreme circumstances.

12. Suspension & Termination of Enrolment

- 12.1 The College may suspend or terminate the enrolment of a student at any time for reasons which may include, but are not limited to:
- a. a serious breach of the College's rules or Code of Conduct;
 - b. where a Parent has breached these Enrolment Conditions or the Parent Code of Conduct; conduct prejudicial to the reputation of the College or the well-being of its students or staff, and
 - c. where the Principal or EREA NSW reasonably believes that a mutually beneficial relationship of cooperation and trust between the College and the Parents or a Parent has broken down to the extent that it adversely impacts that relationship.
- 12.2 The College will only exercise its powers under this clause to terminate the enrolment if it has provided the Student and their Parent(s) with details of the conduct which may result in a decision to terminate the enrolment and provided them with a reasonable opportunity to respond and where there has been procedural fairness.
- 12.3 The College may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the College finds the relevant particulars of the special needs of the Student have not been provided to the College or the particulars provided are materially incorrect or misleading, and the failure to provide that information has had a material effect on the College or the student's welfare or both.

13. Court Orders

- 13.1 The Parents must provide accurate information to the College about any arrangement between Parents or Court Orders in relation to the Student at the time for applying for enrolment. The Parents must immediately notify the College of any new arrangements or changes to any previously communicated arrangements.
- 13.2 The Parents must immediately notify the College of any new Court Orders or changes to any previously communicated Court Orders.
- 13.3 The Parents' obligations to the College are joint and several.

14. Privacy

- 14.1 Privacy legislation requirements will be upheld. The St Patrick's College Student Collection Notice can be found on the College website. In signing this Conditions of Enrolment document, parents are acknowledging that they have read and understand the St Patrick's College Information Collection Notice (Students) and our Privacy Policy. The Privacy Policy and the Collection Notice are available on the College website. The Collection Notice is provided as part of the enrolment documentation. Parents and Students consent to the collection, use and disclosure of personal information of students set out in the Collection Notice, unless you tell us otherwise.
- 14.2 From time to time, the College may take photographs and video footage of your son(s) in the normal course of school events. These images may be used for educational and promotional purposes, including in print, electronic and social media and be held in College archives. In addition, the College may publish any material produced by students in the due course of school activity, including written materials, artworks, recorded items and design pieces.
- 14.3 It is our policy that appropriate physical surveillance, including camera surveillance, will be conducted for the purposes of safety and security, protecting students and staff, preventing vandalism, and assisting in the identification of criminal/anti-social behaviour. Electronic and internet surveillance will be conducted for the purpose of identifying and stopping the flow of inappropriate or unlawful content, including viruses and spam, breaches of copyright and privacy legislation and discriminatory content, including bullying, harassing or explicit content. The Parent(s) acknowledge that they have read the College's privacy policy.

15. Amendment of Terms and Conditions

- 15.1 The College may alter the terms and conditions of enrolment at any time by giving not less than two (2) terms' notice to the Parents) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

16. Definitions

In the terms and conditions:

Parent(s) means the parent/carer/guardian(s) who entered into the contract of enrolment with the College.

College means St Patrick's College, Strathfield

Student means the student who is named in the contract of enrolment